

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION
ATTORNEY VACANCY ANNOUNCEMENT**

Announcement No. 03-349-DP

Opening Date: December 31, 2003

Closing Date: January 16, 2004

POSITION TITLE

Assistant Director (Enforcement)
(This is not a bargaining unit position.)

PROMOTION POTENTIAL

SK-17

PAY PLAN, SERIES AND GRADE

SK-905-17 (\$129,783 - \$166,273)

EXCEPTED CIVIL SERVICE

NUMBER OF VACANCIES

One

WORK SCHEDULE

Full-time

AREA OF CONSIDERATION

Nationwide- All Sources

ORGANIZATION AND DUTY STATION

Office of International Affairs
Washington, D.C.

FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT: www.sec.gov/jobs.shtml

SUMMARY OF DUTIES:

Serves as a senior advisor to the Director, Office of International Affairs regarding policy, rule and regulatory development and analysis for the Commission's International Enforcement Program. In particular, the incumbent will prepare positions for negotiations for international arrangements relating to the investigations of, and enforcement of, actions related to US securities laws. This includes the development of legal opinions regarding matters such as the use of compulsory powers to gather evidence and/or the establishment of cooperative arrangements for the sharing of information. He/she will also provide advice on foreign litigation issues, including securing proceeds of fraud transferred outside the US. He/she exercised administrative and technical supervision over a staff primarily comprised of attorneys.

QUALIFICATIONS REQUIREMENT: (All candidates must meet the minimum requirements as summarized below.)

Current federal employees must have served at least 52 weeks at the GS-14 or SK-14/15 grade level as an attorney in the federal government. Private sector candidates must have a minimum of four years practicing experience as an attorney. All candidates must have experience that demonstrates at least one full year of experience demonstrating a thorough knowledge of the statutes administered by the Commission as well as the Commission's rules, regulations and overall policies and the operation of the securities markets. All candidates must be active members of the Bar. GS-15 and SK-16/17 candidates may apply for competitive reassignment.

QUALITY RANKING FACTORS: Candidates who meet the qualification requirements will be evaluated against the following Quality Ranking Factors to determine the best qualified.

1. Demonstrated ability to lead/supervise complex legal efforts.
 2. Demonstrated ability to write clear, concise, and technically accurate legal documents and opinions.
 3. Demonstrated knowledge of Federal securities laws, rules, and regulations and enforcement policies, practices and procedures.
 4. Demonstrated knowledge in analyzing complex legal and/or factual issues related to international relationships.
-

HOW TO APPLY

Candidates **MUST** submit:

1. A résumé; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title, series, and grade of the job you applied for and 2) Information required in the OPM pamphlet “Applying for a Federal job” (www.opm.gov/forms/pdfimage/of0510.pdf). Please be sure to provide your current position title, series, grade and step and date of your last within grade increase or promotion.
2. A separate sheet(s) that clearly address each of the Quality Ranking Factors.
3. Your most recent federal performance appraisal if you are a current Federal employee.
4. A copy of a SF-50, Notification of Personnel Action, to verify Federal competitive civil service status or reinstatement eligibility. **DO NOT submit copies of SF-50’s for awards unless they show your current series and grade. *(Only if you are a current Federal Employee or if you are attempting to show highest previously held grade level in the Federal government.)***
5. Background Survey Questionnaire (optional).
6. Veterans should provide a copy of a DD-214 verifying honorable military service if claiming veteran’s preference.

Veterans and persons with disabilities are strongly encouraged to apply for consideration.

If you do not provide all the information requested, you may lose consideration for this position. None of these forms will be subsequently loaned or returned to applicants.

FILING APPLICATIONS

Applications should be postmarked and mailed to U.S. Securities and Exchange Commission, Office of Administrative and Personnel Management, 6432 General Green Way, Alexandria, VA 22312, no later than the vacancy announcement closing date. Hand delivered applications from within headquarters must be personally accepted and date stamped in OAPM, Mini Personnel Office, Room 1120, Mail Stop 1-3 on or before the vacancy announcement closing date.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

ADDITIONAL INFORMATION

Security Clearance: The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

Moving expenses will not be paid for this position.

Some travel may be required of this position.

WHERE TO FILE

**U.S. Securities and Exchange Commission
6432 General Green Way, Stop 0-1
Alexandria, VA 22312
Attn: Al Robinson
FAX: (703) 914-0556**

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without regard to any nonmerit reason such as age, race, sex, color, religion, sexual orientation, national origin, or disability status.

SEC provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OAPM. The decision on granting reasonable accommodation will be on a case-by-case basis.
